

## Register Nomination Check List - VA Department of Historic Resources (DHR)

Use this form to assist in filling out a nomination. Staff members are available to assist with any questions.

PLEASE THOROUGHLY CHECK THE LIST BELOW BEFORE YOU INITIAL TO MAKE SURE  
**ALL MATERIALS**  
 ARE BEING SUBMITTED ALONG WITH THE NOMINATION BY THE DEADLINES TO AVOID DELAYS.

### **IMPORTANT:**

- There is a separate legal requirement form which must also be completed along with your nomination submittal.
- Any missing information or unjustified dates, criteria, etc. will cause delays or a returned nomination. Where information is not applicable, **enter N/A. The completed nomination must be reviewed and approved by Virginia Department of Historic Resources staff before it is scheduled for a particular agenda.**
- Ink, white-out, tape, or other adhesives are not acceptable on any documents.
- Use endnotes or parenthetical references instead of footnotes.
- For Data Sharing System (DSS) survey requirements with nominations, please refer to the survey guidelines as available online at [http://www.dhr.virginia.gov/review/Survey\\_Manual\\_Web.pdf](http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf) or from staff; DSS is required with all individual and district nominations unless other arrangements have been made with staff.

The Bulletin referenced herein is the National Register Bulletin 16A "How to Complete the National Register Registration Form." NRHP bulletins and resources are available online at <http://www.nps.gov/nr/publications/index.htm> (National Park Service website) or from our regional offices.

**Resource Name and DHR ID Number** \_\_\_\_\_

**Location (County/City)** \_\_\_\_\_

**Locality Contact (necessary with districts)** \_\_\_\_\_

**Consultant** \_\_\_\_\_ **Telephone:** \_(\_\_\_\_\_)\_\_\_\_\_

**Property Owner** \_\_\_\_\_ **Telephone:** \_(\_\_\_\_\_)\_\_\_\_\_

**Regional Reviewer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Each nomination submission must include the following components (each will be addressed in more detail below):**

**A. Nomination form**

**B. Location map (such as a USGS quadrangle map or digitally generated location map) and additional documentation and maps as necessary**

**C. Photographic documentation, with accompanying CD-R or DVD-R (if applicable)**

**D. Legal requirement form with owner/adjacent owner labels and tax parcel information and Public Hearing form**

## **A. Nomination Form**

(The nomination form template may be accessed at [www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm) or requested from DHR staff.)

- \_\_\_ **1. Name of Property:** The National Park Service (NPS) **prefers** the resource's historic name (corresponding to the period of significance) to be used for the main name. Other names and the DHR ID file number must be entered on the second line (*Bulletin* pages 8-9). If the property is being nominated under a Multiple Property Documentation, write the name of the MPD on the third line (i.e., Historic Residential Suburbs in the United States, 1830-1960).
- \_\_\_ **2. Location:** The box labeled "not for publication" should have "N/A" unless the resource has sensitive information that should be protected—usually archaeological sites. In the case of districts, this section should only provide a *brief general description* of the area. The NPS has a limited number of character spaces (only 128) for entering this data into their system. The full description and boundary information is detailed on a continuation sheet under Section 10. (*Bulletin* pages 10-11)
- \_\_\_ **3. State/Federal Agency Certification:** Check only one blank for either "nomination meets" or "nomination does not meet," National Register Criteria, and check at least one level of significance - "local," "statewide," or "national." Check the appropriate Criteria (A, B, C, and/or D). Make sure the level and criteria chosen are justified in the Statement of Significance summary and narrative. (*Bulletin* page 12)
- \_\_\_ **4. This section is for the National Park Service only and should not be marked.** (*Bulletin* page 13)
- \_\_\_ **5. Classification:** Both ownership and category should be properly marked. There may be multiple ownership checks. With regard to ownership in historic districts, it is very important to note if any property within the district is owned by the Commonwealth of Virginia or the U.S. government; this includes post offices, parks, military facilities, and government offices. **Only one** category should be checked; consult with DHR staff as needed to determine the correct category. Check to see that all **contributing** and **non-contributing** resources are accounted for and that they match the description in Section 7 and the site plan or district map. For districts, make sure the counts match the inventory that follows in Section 7, and check for previously listed resources, whether in earlier districts or individually. **Enter 0** where no resource is counted – do not leave blanks. (*Bulletin* pages 14-17)
- \_\_\_ **6. Function or Use:** Be sure these categories are correct. (*Bulletin* pages 18-23)
- \_\_\_ **7. Description:** (*Bulletin* pages 24-34)
- \_\_\_ **Architectural Classification:** Check to see that the classification is correct. (*Bulletin* pages 24-26)
- \_\_\_ **Materials:** Be sure to provide all material types that apply to your resource, including non-historic materials. In districts you may list the most commonly used materials throughout the district. (*Bulletin* page 27)
- \_\_\_ **Narrative Description:** This section should be incorporated into the body of the form; continuation sheets are not necessary. (*Bulletin* pages 28-34)
- Summary Description:** This paragraph needs to capture the physical essence of your resource. Follow the instructions on the form for the type of information to provide. You should include all the basic information, such as location, date of construction, size, general characteristics, type, style, method of construction, significant features, number of resources, and acreage. A summary of the secondary resources should also be included in this section. Try to do it in one concise paragraph not exceeding 200 words.
- Narrative Description:** The next paragraph(s) in this section should describe the resource being nominated in a logical fashion. Do not describe every detail, space, or artifact, but just describe those elements that capture the essence of the resource. Individual nominations should also include a summary of secondary resources with dates, form, and building materials, noting whether they are contributing or non-contributing. For properties with a large number of secondary resources, an inventory of the resources is helpful. On average, this section

should be no longer than 3-5 pages (districts and unusual resources may require more description). Include contextual aspects of the resource or district; describe important land features, natural and designed settings, and streetscapes. **Don't forget to address the architectural evolution of the resource -- buildings and sites change over time. Also address the current physical integrity of the resource.**

\_\_\_ **Inventory:** Provide a statement as to how and why inventory resources are called contributing (C) or non-contributing (NC). This should be based on the Area(s) of Significance, Period(s) of Significance, and physical (or material) integrity. Historic districts must have inventories that itemize each property; DSS should be used to generate an inventory automatically (consult DHR staff if you are not using the Data Sharing System). District inventories are best organized alphabetically by street, then numerically by address. Each resource is **briefly** described (ask register staff for inventory examples) with “NC” noted in bold if non-contributing. Also provide any descriptions for questionable C or NC status calls. The DHR ID number for each resource within the district must be included in this section as well (#124-5897-0001, #124-5897-0002, etc.). If the property has more than one DHR ID number, all must be noted (124-0034 and 124-5897-0002). Vacant lots **are not** counted unless they are considered archaeological or otherwise important sites.

\_\_\_ **Archaeology Nominations Data:** If Criterion D is checked, then some data that confirms the physical integrity of the site is needed as part of Section 7. This may consist of field study mapping, an inventory of artifacts, historic recordation of prominent features, and/or consistent and focused historical information that confirm the existence of the site and a significant degree of intactness. Note: the existence of above ground features may indicate archaeological potential, but is not indication of physical integrity of the site. If you are not an archaeologist, please consult with a professional archaeologist when assessing potential archaeology. Consult with DHR staff to discuss the threshold for using Criterion D.

## 8. Statement of Significance: (*Bulletin* pages 35-51)

\_\_\_ **Applicable National Register Criteria:** Be sure at least one Criterion is checked, and make sure each is justified in the summary and narrative of Section 8. The Criteria check in Section 8 should exactly match the Criteria checked in Section 3 on page 1 of the form. (*Bulletin* pages 36-37)

\_\_\_ **Criteria Considerations:** Check the appropriate box if the property also falls under a Criterion Consideration, and make sure this is justified in the summary and narrative of Section 8. (*Bulletin* pages 36-37)

\_\_\_ **Areas of Significance:** Be sure this is complete using the information on *Bulletin* pages 38-41. You will need to be sure that the narrative statement of this section discusses **each area** of significance that is checked. The Area of Significance is not necessarily the same as historic function from Section 6. Detailed architectural descriptions provided in Section 7 **do not** constitute a statement of significance for Criterion C. To nominate a resource under Criterion C, a statement of significance must be provided that explains how the resource is significant for its architecture, design, workmanship, or whatever aspects make it significant.

\_\_\_ **Period of Significance:** It is important to have a beginning and an ending date. The ending date is often not automatically the fifty-year mark, but, whatever the dates, they must be justified within the narrative. It is possible for a period to be within one year (a short historical event or construction date, etc). Multiple periods of significance can be used, however, periods that overlap (i.e., 1640-1690 for association with settlement and 1680-1720 for association with a significant individual) should have a single combined period of significance (1640-1720). (*Bulletin* page 42)

\_\_\_ **Significant Dates:** All dates entered here must also be justified in the narrative. (*Bulletin* page 43)

\_\_\_ **Significant Person:** Noted only if Criterion B is selected, otherwise enter N/A. (*Bulletin* page 43)

\_\_\_ **Cultural Affiliation:** Noted only if Criterion D is checked, otherwise enter N/A. (*Bulletin* page 44)

\_\_\_ **Architect/Builder:** If not known, enter “unknown” here. If known, enter the architect’s last name first, as in, Davis, Alexander Jackson. (*Bulletin* page 45)

\_\_\_\_ **Narrative Statement of Significance:** This should be incorporated in the body of the form; continuation sheets are not necessary.. (*Bulletin* pages 45-51)

**Summary Paragraph:** Follow the instructions on the form for the type of information to provide. Summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period and level of significance and any significant dates chosen. State the criteria or criterion selected, including the corresponding letter(s), and any criteria considerations that may also apply, providing some justification for these selections. Try to do it in one concise paragraph not exceeding 200 words.

**Narrative Statement of Significance:** The purpose of this section is to show *why* the resource is significant. Use only basic facts that directly support the resource's significance, contained in the Criteria, Areas of Significance, and Period of Significance. This section should be no longer than 3-5 pages, except for unusual resources. This is not for reporting a complete deed trace or detailed genealogy, but your opportunity to make a solid argument to justify historic recognition and a historical overview. Including subheadings is also helpful to the reader and speeds review. **This section must include a context for the resource.** (*Bulletin* page 51)

\_\_\_\_ **9. Major Bibliographical References:** Provide a bibliography that includes, at minimum, all references cited in Sections 7 and/or 8, as well as any major standard reference works that were used. Organize the bibliography alphabetically by author in standard format, such as the *Chicago Manual of Style*. Under **Previous Document and Primary Location of Additional Data**, be sure all appropriate boxes are checked, including the SHPO (State Historic Preservation Office) then type *Virginia Department of Historic Resources, Richmond, Virginia*, on the "name of repository" line. Also note any other main repositories. Please be as complete as possible for any internet citations. Insertion of the "link" alone is not a full citation! (*Bulletin* pages 52-53)

\_\_\_\_ **10. Geographic Data:** Verify the acreage and the latitude/longitude or UTM coordinates that are entered and make sure those listed on the form match those noted on the maps. See the map guidance below for the number of necessary coordinate points. ; Written guidance for generating digital maps is available from regional staff and DHR's website. UTM instructions are in *Bulletin* pages 54-58 and Appendix VIII

\_\_\_\_ **Verbal Boundary Description:** Use either a narrative boundary description copied from a recent deed description; or a legal tax parcel number including block and lot and where the information was obtained, and provide a copy of the tax map with the nomination; or refer to an included scaled map, such as a USGS topographic map with boundaries marked with UTM coordinates. A detailed sketch or base map is required for historic districts and for properties with several resources. If you are not using a tax parcel or detailed map, please consult with your Virginia Department of Historic Resources regional contact for assistance in setting appropriate legal boundaries. **If you are using a sketch or base map to depict your boundary in lieu of a verbal description, the scale must be 1"= 200' or larger.** (*Bulletin* pages 55-58)

**Correct boundaries are essential as they will define what actually comprises the historic area of the property. Remember that 20, 50, or 100 years from now, planners, engineers, and private entities will need to know the exact definition of the nominated area of your resource. Be specific and accurate. We will not assign a nomination to a board meeting agenda until a boundary meets our and NPS's standards.**

\_\_\_\_ **Boundary Justification:** Be sure the justification is brief and concise. The justification should be based on the property's historic boundaries. If you are nominating a large parcel, make sure that you can justify the acreage, especially if the primary significance is based on the architectural characteristics of one building. (*Bulletin* pages 55-57)

\_\_\_\_ **11. Form Prepared by:** Be sure all information is complete, including a telephone number. (*Bulletin* page 59)

\_\_\_\_ **Computer Disk:** DHR requires that you submit your nomination in electronic form (Word Perfect or MS Word), so it can be downloaded into our archives database and onto our website. Check with your regional office as they may still prefer a hard copy of the nomination along with a disk. **The electronic form will be returned if it is not presented in one document, including the inventory section for historic districts.** This disk may also contain any extra photographs for the resource, aside from the digital ones being submitted with

the nomination (which must be on a separate photo disk as described under the Photographs section). Before you spend quality time downloading photographs onto a disk, please check our photographic standards so you will the requirements for sizing and color. See “Photographs” section below.

## **B. Location Map, and Additional Documentation and Maps (as necessary)**

- \_\_\_\_\_ Without exception, maps must be finalized by the deadline for submitting the final nomination packet to Register staff in Richmond. Nominations will not be placed on a Board meeting agenda without final maps, nor will the public notification process commence.
- \_\_\_\_\_ Provide either a Digital Location Map or a USGS quadrangle map; it is not necessary to provide both. In addition, provide a Sketch Map for the property you are nominating, as specified below.
- \_\_\_\_\_ **Digital Location Maps Option:** The map must clearly label the property being nominated. The location of the point or the district boundaries should be instantly distinguishable from the rest of the map. For irregularly shaped resources encompassing more than 10 acres, remember that a polygon can be drawn around the resource boundaries and location points taken at the vertices of the polygon. Maps should include a scale, a North arrow, latitude/longitude coordinates to at least six decimal places, the WGS datum (the default datum is WGS84 for most readily available mapping websites and software), the website or software used to generate the map (i.e., Bing Maps; Google Earth; ArcGIS; etc.), and the name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA). Location maps must be reproducible in black and white (same standards for black and white reproducibility as a sketch map). Maps reliant on color will not be accepted. Print the map on 8.5” x 11” paper. The location map can be, but does not have to be, placed on a continuation sheet. Provide two versions of location maps – one version should have a topographic or street map background; the second version should have an aerial photo background. Include the shapefile used to generate the map on the same CD as the electronic nomination form. The shapefile will typically be a .kmz or .kml file. Provide two copies of location maps.
- \_\_\_\_\_ **USGS Quadrangle Maps Option:** Use a clean, original, full-size United States Geological Survey Quadrangle map for boundaries (no pen marks, tape or tears). **Property name, location, DHR ID number, Quad name, North American Datum (NAD), and UTM reference points must be written in pencil (no ink, no labels, and no whiteout) in the white border of the quad map with a line drawn to the resource. Improper labeling will result in a delayed nomination.** For a property less than 10 acres, only 1 UTM point is necessary, plotted on the principal resource. If the resource is more than 10 acres and has irregular boundaries, draw a simple polygon that encompasses the entirety of the boundaries and label and record coordinates for the corners of the polygon – you should have no more than 4-5 coordinates if you use this method. Regional offices can answer any questions regarding how to mark the UTM’s on your Quad map (*Bulletin* pages 61-63)
- \_\_\_\_\_ **Sketch Maps for Individual Resources:** For individually nominated resources, a sketch map should be prepared if there are several dependencies or secondary resources in addition to the primary resource. Make sure the number of resources noted on the map corresponds to the number of contributing and non-contributing resources in the nomination. Resources should be labeled along with roads, streams, and other features. A North arrow should be included, the historic boundary labeled and, if appropriate, “not to scale” written on the plan. Be sure the number of resources cited in the nomination corresponds to the sketch map. **If you are using a sketch or base map to depict your boundary in lieu of a verbal description, the scale must be 1”= 200’ or larger.**
- \_\_\_\_\_ **Sketch Maps for Historic Districts (VERY IMPORTANT):** In addition to a digitally generated location map or a full-size USGS map, a detailed sketch or tax parcel map is required for historic districts. The boundary should be neatly delineated (e.g., lines do not go down the middle of a road if the road is not being nominated). The map should show building footprints and must note which resources are contributing and non-contributing,

including secondary resources. Do not use color to denote contributing or non-contributing status, or boundary lines; all information should be understandable if the map is copied in black and white. *Use of color will result in a returned nomination.* If the map is used for Verbal Boundary Description (see above), then it must be 1"=200' or larger scale. **If you submit oversized maps (larger than 11" x 17"), then two (2) clean original copies are required. If you are working on a large historic district or rural historic district, please consult with staff for advice on large scale mapping requirements.**

Extra or historic images should be identified on a list similar to the photograph list and be printed as attached material at the end of the nomination. Each page must be labeled with resource name, city/county, state, and the DHR ID number. If desired, digital images can be placed on continuation sheets, however, these must be saved as a separate document from the nomination form. **As of March 2010, the NPS officially prohibits embedding images, maps, or charts within the nomination and this will result in a returned nomination:** <http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm>.

### **C. Photographs**

*Please note: Photo requirements for National Register nominations are different than for survey or DHR archives.*

The following relates *only* to photographs for submission with National Register nominations. Use the guidance on the nomination form for photographs with regard to size, number, labeling, and keying to a sketch map.

Requirements for nomination photographs in Virginia are explained on DHR's website at [http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm). All photographs intended for submittal with the nomination must adhere to these policies. For survey (not Register) requirements, please see: [http://www.dhr.virginia.gov/review/Survey\\_Manual\\_Web.pdf](http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf).

Indicate which photo format option you included with your nomination (**only one format can be used; some digital and some film images cannot be submitted for the same nomination**):

**1. Digital Option** – two sets of color prints, plus a CD/DVD with the same prints in color (always required); black and white prints can be submitted in lieu of color prints but *must* meet DHR requirements for black-and-white processing. Digital images must be saved in the format and resolution specified by DHR and the National Park Service.

**2. 35 mm Film Option** – two sets of black and white photo prints, negatives, a CD/DVD with the same photos in color, if necessary (see DHR's photo guidelines).

All digital image files must be named with the state abbreviation, locality, property name, and image number, using the format below. The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc. *Numbers must match the numbers on printed photos and in the nomination photo log.*

- Example for individual properties: **VA\_Albemarle County\_Blenheim\_0001**
- Example for historic districts: **VA\_Albemarle County\_Woolen Mills Historic District\_0012**
- Example for nominations within MPD: **VA\_Virginia Beach City\_Virginia State Parks Built by the CCC MPD\_First Landing State Park\_0005**

Due to digital storage limitations, DHR no longer accepts tiffs greater than 10 megabytes per file. Image resolution must be set to a minimum resolution of 1200 x 1600 pixels and cannot exceed 2000 x 3000 pixels. Images also should be set to a minimum of **300 dpi**.

**Label for prints:** At a minimum, labels on hard copy prints must include the following information: Photograph number, Name of the Property, County, and State. Acceptable examples:

- VA\_Albemarle County\_Blenheim\_0001
- Photograph 1 of 25: VA\_Albemarle County\_Blenheim\_0001
- Blenheim  
Albemarle County, VA  
1 of 25

- Blenheim  
Albemarle Co., VA  
Photo 1 of 25

\_\_\_ **Photo Log:** Provide a photo log within the nomination form beneath the Photo Log heading. The log must contain:

- property name, county or city and state, name of photographer, date the photos were taken and location of the original files (DHR Archives). To save space, these may be listed once on the photo log if the information is the same for each photo.
- photograph number corresponding with the print *and* the CD/DVD
- photograph view (e.g. east elevation)

**D. Legal Requirement Form and Public Hearing Form**

\_\_\_ **Legal Requirement Form:** A separate legal requirement form must be completed and signed by the nomination author. See the form for detailed instructions on how to complete this form.

Failure to submit the form means that *the nomination will not be scheduled for presentation at a Board meeting, and the nomination will not be submitted for inclusion in either the Virginia Landmarks Register or National Register of Historic Places. The nomination does not comply with the legal requirements of state and federal regulations.*

\_\_\_ The following materials are to accompany the Legal Requirement Form: lists of local officials, property owner(s), and adjacent owner(s); two sets of mailing labels for officials, owner(s) and adjacent owner(s); all mailing labels in electronic format (Excel or Word).

\_\_\_ A **public hearing form** must be provided for historic districts. Public hearings for historic districts must be conducted as required under state and federal regulations. See the form for the date ranges within which public hearings must take place.

**A COPY OF THIS CHECK LIST AND THE LEGAL REQUIREMENT FORM MUST BE COMPLETED, INITIALED, AND SUBMITTED ALONG WITH A COMPLETED NOMINATION PACKAGE.**

Once you have a completed nomination package, refer to the deadline schedule available online at [http://www.dhr.virginia.gov/pdf\\_files/2012\\_National\\_Register\\_Submission\\_Schedule.pdf](http://www.dhr.virginia.gov/pdf_files/2012_National_Register_Submission_Schedule.pdf) for the appropriate deadlines for each board meeting quarter as well as for Certified Local Government information.

**Regional Reviewer-confirmed completeness**

**Initial and date** \_\_\_\_\_

**Applicant – I have completed the checklist**

**Initial and date** \_\_\_\_\_